

**SGS User Group Team Meeting
SubGrant System
Wednesday, February 15, 2006**

Attendees: Gary Zeiler, ECY
Kreighan McAuliffe, ECY
Del Hontanosas, CTED
John Hanson, CTED
Sharon Novak, OFM
Carol Baque, Sierra Systems
Glen Tapanila, OFM
Susan Dodson, OFM

Items:

1. Project Notebooks were distributed.
2. Discussed the draft of the preliminary Business Case and Recommendation document from Sierra. Feedback was provided and Sierra will update the document as appropriate.
3. Susan brought up a question regarding the scope of this project in regard to contracts. The scope from the beginning has been defined as the full grants life cycle, but only the approval and recording of documents and payments (accounts payable) related to loans and contracts. This was stated in the SOW, the Project Plan and we have articulated it in various meetings with stakeholders. It was also documented early on by Meredith. (Document is attached in email.) Sharon will follow-up with Susan.
4. Added two new words to the list of terms needing definition: Grantor and Grantee
5. Two Parking Lot items:
 - a. GIS – what is the status/direction of enterprise GIS. What is SGS responsible for.
 - b. SAP Licensing Status

Action	Assigned to	Due Date
Update Business Case document	Carol	2/17
Follow-up with Susan regarding SGS scope	Sharon	2/17